假期申请表格 LEAVE APPLICATION FORM



姓名					Kino Biotech 康樂生技
Name : 职员号码		_		日期	冰木工以
职风亏吗 Employee No.:				口规 Date :	
, .,		т	YPES OF LEAVES		·
	Annual Leave	年假	Maternity Leave	产假	
	Marriage Leave	婚假	Unpaid Leave	无薪假期	
	Compassionate Leave	同情假	Reservist Leave	国民服役假	
	Sick Leave	病假	Chid Care Leave	育儿假	
	Hospitalisation Leave	住院假	Replacement Off		
PERIOD OF LEAVE From 从		To 到		天数 NUMBER O	
Loovo Eligiblo		Takan	_	Rolongo	
Leave Eligible 职员签名		_ Taken		Balance	
Employee Signatu	ıre				
			批准 / 不批准		
<u>DECISION</u>		Please circ		pproved	
Supervisor	监督主管			Date	
Department Head	部门主管			Date	
人事部				Date	·
Personnel Depart	ment			Date	
姓名 Name :		LEAVE A	APPLICATION FOR	CIM	Kino Biotech 康樂生技
职员号码		_		日期	冰木工以
Employee No. :			VDEC OF LEAVES	Date :	
	I Americal Lagran		YPES OF LEAVES		
	Annual Leave	年假	Maternity Leave	产假工艺程期	
	Marriage Leave Compassionate Leave	婚假 厚惨假	Unpaid Leave Reservist Leave	无薪假期 国民服公假	
	Sick Leave	同情假 病假	Chid Care Leave	国民服役假	
	Hospitalisation Leave	<u>物限</u> 住院假	Replacement Off	育儿假	·
	I lospitalisation Leave		Tizebiaceillelit Oli		
PERIOD OF LEA' From 从	VE 	_ To 到_		天数 NUMBER O	
Leave Eligible	_	Taken		Balance	
职员签名		_ ''		Dalarioo	
Employee Signatu	ıre				
DECISION		批准 / 不批准 Approved / Not A	pproved		
Supervisor	监督主管			Date	·
Department Head 部门主管				Date	
Personnel Depart	ment			Date)